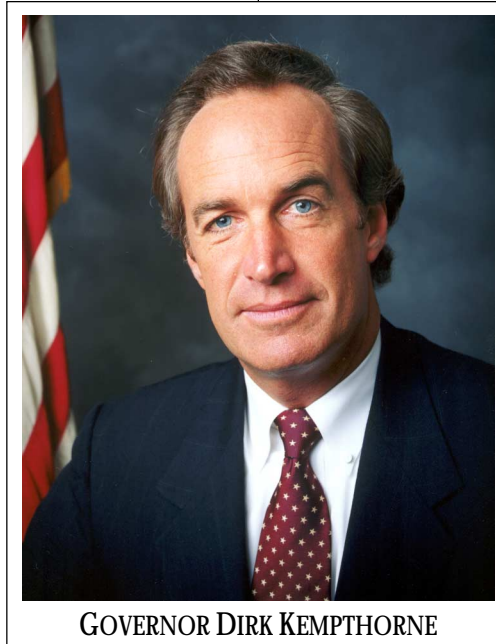

IS YOUR BUSINESS TAKING ADVANTAGE OF THIS VALUABLE RESOURCE?

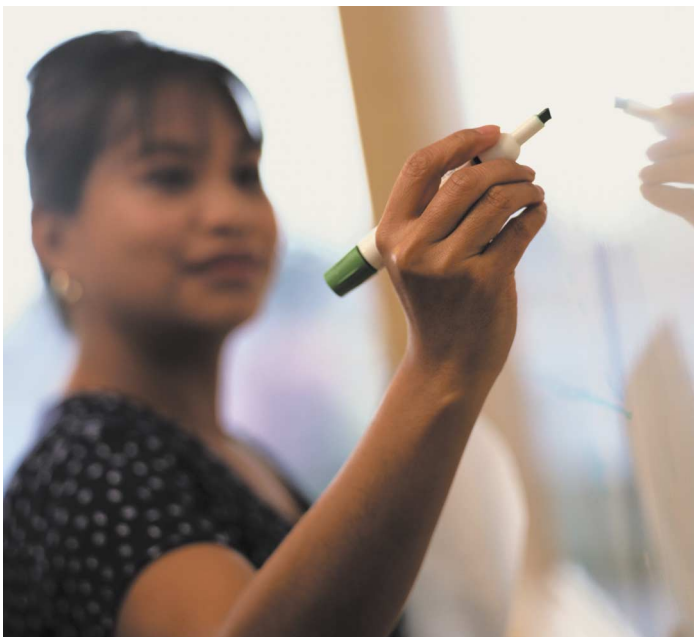


HERE'S A PROGRAM THAT MAKES NEW EMPLOYEE TRAINING AFFORDABLE.

If your company is considering locating or expanding in Idaho, the Workforce Development Training Fund (WDTF) can help. Through the WDTF, your company may be able to receive funds to train new employees or upgrade the skills of current workers who are at risk of being permanently laid off.



The WDTF is designed to help companies of all sizes become more competitive. Governor Dirk Kempthorne observed, "Well-trained workers are the key to business success. Many Idaho businesses are using the WDTF to expand their operations and are becoming more productive and profitable as a result."



IT'S EASIER TO GET FUNDING THAN YOU MAY THINK.

COMPANY ELIGIBILITY

Idaho industries that sell a majority of their products and services outside of the state or the market area in which they are located have priority because they are bringing new revenue into the state and creating new jobs. Industries such as retail that sell products and services in the local area are primarily recirculating existing revenues. These companies are eligible only if a compelling economic benefit to the state can be shown.

Your company must be adding or preserving at least five permanent positions. The starting entry/training wage should be at least \$6 per hour plus employer-assisted benefits.

TRAINING PROJECT REQUIREMENTS

- 1** Projects must emphasize job skill training. Basic skill training and training in quality practices are only allowed in conjunction with job skill training.
- 2** Training must be for full-time employment. Training of temporary or part-time employees will not be supported with these funds.
- 3** Trainees successfully completing the training must be hired or retained in permanent employment by the participating business.
- 4** If the occupation for which training is being conducted is covered by a collective bargaining agreement, union concurrence is required.
- 5** A participating business creating new jobs through use of these funds should list those job openings with the Idaho Department of Labor's job matching system.
- 6** Costs for the preparation of an application are the responsibility of the company.
- 7** Training contracts are usually 12 months in length, but may be written for up to 24 months if required in the training plan. Contracts may be extended, if necessary, to successfully carry out the project.
- 8** Training may be provided by state technical colleges, universities, other public or private training organizations, the employer, or through partnerships among the above entities.

APPLICATION PROCESS

For information regarding the WDTF program, contact any of the people listed below at the Idaho Department of Labor, the Idaho Department of Commerce, or the Idaho State Division of Professional Technical Education. Potential applicants are encouraged to seek information and technical assistance on allowable activities prior to submitting a proposal.

Larry Hertling or Leandra Burns
Idaho Department of Labor
317 W. Main Street
Boise, Idaho 83735
(208) 332-3570 ext. 3321 or 3327

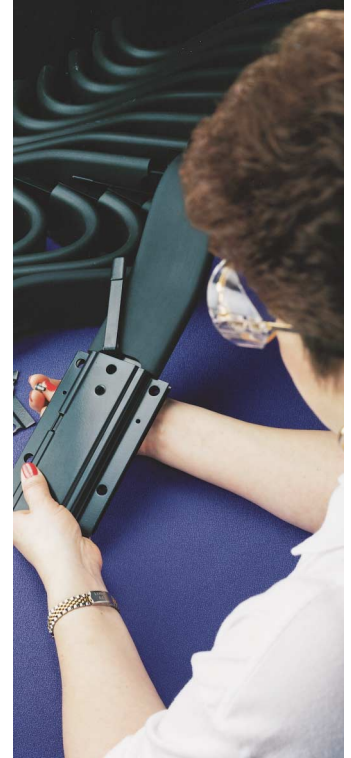
Business Development Specialists
Idaho Department of Commerce
P.O. Box 83720
Boise, Idaho 83720-0093
(208) 334-2470

Dick Winn
Idaho State Division of
Professional Technical Education
P.O. Box 83720
Boise, Idaho 83720-0095
(208) 334-3216

Applicants for project funds must submit a completed WDTF proposal as outlined on back cover. Completed proposals should be submitted to:

Larry Hertling
Idaho Department of Labor
317 W. Main Street
Boise, Idaho 83735
(208) 332-3570 ext. 3321

WORKFORCE TRAINING TO MAKE YOU MORE PRODUCTIVE AND PROFITABLE.



The Workforce Development Training Fund has two primary objectives:

First, it provides funding to companies to help them train **new employees** so that the companies can take full advantage of specific economic opportunities and industrial expansion initiatives in the marketplace.

Second, it allows for skills upgrade training of **current workers** who are at risk of being permanently laid off.

Both of these objectives will help Idaho communities attract and retain desired companies and make Idaho a better place to work, live, and do business. The WDTF will not replace or compete with

current training programs offered through Idaho's technical college system or labor organizations.

Idaho's technical colleges, located in each region of the state, are willing partners available to customize training suited to the specific needs of the company.

Funds will be available for any size employer. And to the extent possible, there will be equitable access to these funds throughout the state for both urban and rural areas. The WDTF requires minimum paperwork while maximizing its return to the public investment. **Projects must emphasize job skill training.** Basic skill training is allowed only in conjunction with job skill training.

REVIEW PROCESS

The Idaho Department of Labor and Department of Commerce, in consultation with the State Division of Professional Technical Education, will review and approve the proposals based on the funding criteria. An employer may be asked to submit additional clarifying information and materials. The review process will commence within two weeks of the receipt of the proposal. Timing of some projects may require initial commitment of training funds. The Directors of Labor and Commerce have the authority to approve a project contingent upon receipt of a successful application from the company. The Department of Labor will develop a contract with the approved applicant.

FUNDING CRITERIA

Applications must meet the company eligibility and project requirements included in these guidelines. Priority for funding will be based on the following criteria:

A. Impact of the Project

- Impact of the project on the local economy
- Impact of the project on the tax base
- Resulting new economic activity
- Probability the project will accomplish the projected benefits

B. Need for Training Support

- The extent funding is essential to the creation or retention of jobs
- Impact of training on competitiveness
- Training funds are an incentive to encourage location or expansion in Idaho
- Level of employer involvement in the project

C. Quality of the Training Plan

- Training is designed to improve job skills
- Training projects will result in quality jobs. Quality jobs are based on pay, benefits, and reasonable opportunities for career advancement
- Project readiness
- Quality of the training proposal
- Impact of training on workers' skills
- Identification of quantifiable outcome measures

D. Budget

- Project costs are reasonable
- The training is cost effective
- The training cost per position created/retained is reasonable
- Average cost per trainee is under \$2,000 unless there is a compelling benefit to the community
- The employer is providing significant matching resources with no less than 25% documented in the budget

BUDGET GUIDELINES

- A. Training costs may include: training seminars, tuition, fees, books, and classroom materials; instructor wages and benefits; instructor and trainee travel and per diem; reasonable equipment lease and rental costs during the training project period; rent of training facilities; reasonable cost of pre- and post-training assessment; costs of curriculum development, minor training equipment, and other reasonable costs related to direct training.
- B. Ineligible expenditure include trainees' salaries and major equipment.
- C. All trainee travel will be specified in the proposed budget. All trainee travel outside the geographic location of the business must be at the discretion of the Directors, as specified in the contract. No trainee travel will be reimbursed with contract funds for any purpose other than training as specified in the training plan.
- D. Employers will be expected to provide a significant amount of matching private funds. The project budget must include documentation of at least 25% matching funds. Employers may meet matching requirements by providing in-kind contributions. In-kind contributions are non-cash contributions of goods and services that support the project's activities. In-kind contributions may include facilities, equipment, personnel, and consumable supplies contributed to the project.
- E. The maximum amount allowable per trainee is \$2,000 although contracts typically are written for less. This amount may be exceeded only if a compelling benefit to the community can be demonstrated.

PROJECT MANAGEMENT

The Department of Labor will develop contracts with the successful applicants that will address, at a minimum, the training plan, timelines, training provider, performance measures, and budget. The Department of Labor will be responsible for contract management, modifications, and project reimbursement. The State Division of Professional Technical Education will be responsible for reviewing and approving the general training plan and, if necessary, the curriculum. The Department of Commerce, Department of Labor and State Division of Professional Technical Education will be responsible for providing technical assistance and evaluation of the project. The applicant will be required to submit progress and final reports summarizing the project's accomplishments. The Department of Labor will conduct a six-month follow-up study on employment retention.

HOW TO APPLY FOR TRAINING FUNDS.

Each applicant must respond to the following questions in the order they are listed. The proposal must follow this format and be accompanied with a cover letter from the employer on company letterhead.

1 COMPANY INFORMATION

Provide the company name, address, telephone number, company's federal taxpayer identification number, and designated contact person. Describe the company's capacity to continue in business at the level necessary to retain jobs. Include any documentation that may indicate the financial strength of the company and the company's intention to stay in Idaho.

2 DESCRIPTION OF COMPANY'S BUSINESS OPERATION

Include the current level of employment, type of product or service, and location of markets.

3 IMPACT OF THE PROJECT

Explain the need and impact of the project including current local employment conditions, beneficial impact on the tax base, resultant new economic activity, and the probability that the project will ensure the projected benefits.

4 NEED FOR TRAINING

Include the extent to which funding is essential to the creation and retention of the jobs and the training of employees. Describe how the proposed training will increase competitiveness. Include information on how the Workforce Development Training Fund will be used as an incentive to encourage location or expansion in Idaho.

5 DESCRIPTION OF TRAINING NEEDED

Provide brief job descriptions and classifications of the workers needed, number of trainees per classification, average wages per classification, desired training schedule, type of training needed, and location of training.

6 SKILLS ATTAINMENT

Provide an outline of the training curriculum. Describe the skills and competencies the employer expects the trainees to achieve upon completion of the training. Describe the method(s) used to assess each trainee's competencies in the skills for which the project will train both prior to the start date of the project and upon completion of the training.

7 QUALITY OF JOBS

Describe the number and quality of the jobs retained or created in terms of wage scale, benefit levels, anticipated turnover, and opportunity for career development or advancement.

8 BUDGET AND COMPANY CONTRIBUTION

The proposal must include a line item budget reflecting Workforce Development Training Fund expenditures. The budget must also include the amount of matching funds contributed by the company and the company's overall involvement in the training of workers. Please note that the budget must reflect at least a 25% employer match.

9 EVALUATION

The proposal must include a description of how the project will be evaluated using the quantifiable outcome measures identified in the training plan. In addition, the applicant shall describe the timeline for the final evaluation and identify who will be responsible for conducting the review. The evaluation will also address the following performance measures: number trained, cost per trainee, number of trainees placed/retained in employment, trainee wages prior to and upon completion of training, and impact of the training on the workers' skills. The final report will also include a description of employer-assisted benefits as well as a list of the trainees' names and social security numbers.



1-81-903 R 08/2001

Costs associated with this publication are available from the Department of Labor in accordance with Section 60-202, Idaho Code.

The Idaho Department of Labor is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. TTY 800-377-3529 through Idaho Relay Service.